

**CLASS TITLE: ADMINISTRATOR FOR POLICY
AND COMMUNITY AFFAIRS
(DOT)**

Class Code: 02550600

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve in a highly responsible capacity to the Director of Transportation by relieving him/her of certain administrative tasks; to represent the Director in contacts with local community officials and groups on matters relating to the department's programs; to be responsible for special project development; to be responsible for liaison with national, regional and special topic transportation associations and organizations; to serve as liaison with federal officials, congressional members and their staffs relative to transportation legislation, finances and programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction and policy guidance of the Director and Assistant Director with considerable latitude for the exercise of initiative and independent judgement; assignments are subject to review for results obtained and adherence to rules, regulations, and prescribed policies and procedures.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinates and exercises functional supervision over other staff positions assigned to assist in the performance and execution of any specific task or projects as delegated.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve in a highly responsible capacity to the Director of Transportation by relieving him/her of certain administrative tasks; to represent the Director in contacts with local community officials and groups on matters relating to the department's programs; to be responsible for special project development; to be responsible for liaison with national, regional and special topic transportation associations and organizations; to serve as liaison with federal officials, congressional members and their staffs relative to transportation legislation, finances and programs.

To represent the Director and Assistant Director (Policy & Planning), as assigned, in contacts with local community officials to explain the purpose and scope of federal and state transportation programs and their impact on city and town planned or existing programs.

To be responsible for developing and maintaining a continuous coordinated effort and liaison with and between the various divisions of the department, other state agencies, the General Assembly, congressional offices, and concerned private sector enterprises.

To be responsible for the preparation and coordination of assignments and special projects for the Director which require departmental policy approval and authorization prior to implementation.

To conduct fact-finding or investigations of complaints or objections received from local officials, or community groups, in connection with the effect of such state transportation programs on local programs; to resolve the routine type of complaints or objections and to prepare reports on the complex ones for consideration and decision by the director and/or departmental officials.

To contact divisional administrators for the purpose of obtaining information and recommendations for the use of the director in planning, coordinating and directing the various functions and services; to consult with such officials and pending legislation and existing laws and regulations for the purpose of obtaining recommendations relating to their purpose, content and need.

To provide information of a professional nature to State Officials, the public media or interested parties in accordance with the established policies of the Director.

To keep departmental officials informed of the Director's decisions and recommendations on programs and policies; to contact such officials at intervals relative to such decisions and to make reports thereon.

To plan, coordinate and supervise a staff responsible for liaison activities between local cities and towns, public and private organization, businesses, elected officials, community advocacy groups and organizations, and the Department relative to the planning, design and construction of highway projects for their constituencies; to be responsible for representing the department in the planning, coordination and supervision of specific projects relating to the community on a statewide basis; to act as a liaison between department

planning, design, construction personnel and the community in order to facilitate the project; and to be responsible for establishing a communications network between the groups impacted and the department to ensure input in each project.

To serve in a responsible professional capacity in the performance of congressional liaison functions in order to ensure that departmental decisions and policies are compatible with federal and state statutes and directives; to monitor all federal legislation, either proposed or enacted, affecting directly or indirectly the department and its programs; to analyze and interpret legislation and to prepare and present reports detailing the projected impact on the department's programs; to review and evaluate programs and policies in regards to legislation and to propose changes; and to research, develop and draft required changes in legislation.

To plan, organize, and direct the work of the various units and to integrate their activities with departmental masters plans.

To receive assignments from the director and other sources to determine the issues and scope of action involved, to formulate a general approach to the matter, to determine the time schedule to be followed, and to supervise execution of the assignments.

To be responsible for coordinating departmental efforts with other departments or agencies of state government, i.e., such as the Department(s) of Administration, Environmental Management, State Police, Office of the Governor, etc.

To supervise and promote implementation of departmental policy, plans, and other recommendations through executive actions and orders, budgets, legislation, and other means.

To oversee and review a wide range of transportation policy initiatives to ensure that these are consistent with established laws and regulations and to coordinate them with related departmental activities.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods, techniques and practices of planning at the state and local levels; the ability to apply this knowledge to management of state planning functions and administration of assistance to local governments; the ability to oversee work in progress and on completion to ensure that professional standards and statutory, regulatory, and technical requirements are met; a working knowledge of the congressional legislative process and the ability to analyze, interpret, research, write and explain federal legislation and directives affecting the department; the ability to prepare reports and position documents on proposed and enacted legislation; the ability to represent the department to elected officials, legislative committees and concerned organizations and individuals within the community; a working knowledge of public liaison programs and the development of community resources; a working knowledge of public relations program development and operation of such programs; a familiarity with public works programs operated by state government; the ability to plan, develop and implement a communication plan; the ability to read and write and communicate effectively; the ability to develop agendas, address meetings and to write summary reports thereon; the ability to work effectively with a wide range of professionals, elected officials and other public and private groups in the development of liaison practices; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Planning, Public Administration, Business Administration, Physical or Social Science, or a related field; and

Experience: Such as may have been gained through: considerable employment with management responsibilities in governmental policy planning, program administration and/or liaison programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 28, 1999

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